### Finance & Accounting Solutions

### **AP Invoice Automation**

Lower the cost and speed-up the pace of Accounts Payable procedures with an efficient, paperless approach to invoice processing. Everything is managed electronically for greater speed and accuracy.

AP Invoice Automation in Document Locator turns paper-based invoice processing into an organized, structured system. Invoices arriving by paper, fax, email, or FTP are quickly converted into the digital system, routed for approval, and processed for payment. Notifications and email alerts keep everyone informed, while reports add visibility throughout.

### Windows integration makes it easy

Invoices are managed in a system fully-integrated into Microsoft Windows Explorer. This makes it easy and intuitive for people to use.

Edit View Tools He pr Anthry 2005													
	- es										e 568	rch Advanced	
panize   Locator Sea		Preview										3I + 🗆	0
1 Documents	* Name	Inc.#	Inv Amount	Inv Date	PO Amount	PO Date			Pege 1 of 1			Instant MICh	
L Corporate	* QUO-01250-36.pdf				\$1,543.45	10-15-2912	ACME		vage 1 or 1		Invoice-Date: 10-16-2012		
Accounting	PuR-66256-37.pdf				\$1,543.45	10-15-2012		INVOICE					100
L Procedures	* PAC-00250-35.pdf				\$1,543.45	10-15-2012	ACME Internet Inset						
L Templates	**************************************		\$1,543,45	12/20/2012	\$1,543,45	10-15-2012							
Archived		Name	INV-00250-38.pcf		\$1,543,45	10-15-2012	Zantaria			1772			
a Invoices	Version Notes Control		Vendor Invoice Controlled Record					-					
Packints			205.68										
2. Payables							Salas Rep.	P.O. Burder	trater	Short's	rce	hem	
Purchases		Postle PO Number	Vendor Invoice 01250				tatis tap	1000	0-12-22-22	Califi	100	Tarra I	
Received		Invoice #	05171									10.0	
Vendors		Invoice-Oute	12/29/2012 t \$1,543,45 \$1,543,45				Guartity		Description		Unithing	Tatal	
. Pending		Invoice Amount PO Amount						Ad-Debit Large Winget			\$1,542.45	9:30.49	
Rejected		PO Date	30-15-2012										
A TRD		Vendor-Name	ACME										
Acre		Vendor-Number Payment Terms	1758 Net 30										
A Emails		Grt Account	300-001										
a projet		G1 Description											
Orders		Document-Type Type ID	Invoice										
01250		Type ID Watermark	Approved for P										

Invoices are processed, stored, and accessed right from within the familiar Microsoft Windows Explorer view – making it easy for everyone.

### Faster processing saves time and money

Reducing the time it takes to process invoices lowers the cost per invoice. Less time is spent coordinating approvals, errors are reduced, and there is greater flexibility to manage payment cycles for improved cash flow and early pay discounts.



The AP Invoice Automation solution is built on ColumbiaSoft's DL document control platform.



## "

Prior to Document Locator, a lot of hours were spent by department managers going through filing cabinets researching hard copies of invoices for budgeting, payment histories, and new project planning."

Horizon House

Improve the speed and accuracy of accounts payable procedures in a closed-loop system that reduces costs, enforces consistency, and shortens processing time.



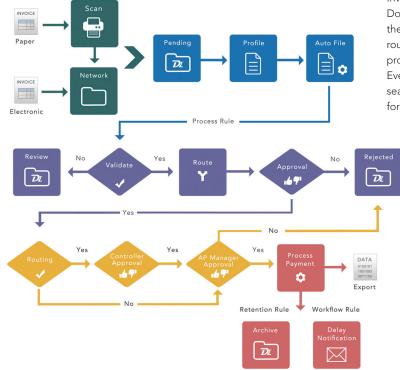
(800) 298-1172 www.ColumbiaSoft.com

Autodesk

ColumbiaSoft

# A closed-loop system for invoice approval processing

- Digital capture
- Profiling
- Error checking
- Workflow routing
- Notifications and alertsApprovals
- Watermarking
- Processing and archiving



Invoices arrive in Document Locator where they are quickly profiled, routed for approval, and processed for payment. Everything is saved, searchable, and organized for easy retrieval.



### Paperless invoice processing.

- Reduce the cost of invoice processing.
- Improve accuracy.
- Reduce payment errors and check reissues.
- Avoid delays and penalties.
- Improve cash flow.
- Eliminate the chase for approvals.

### Lower the cost of processing

Process invoices with a minimum of handling and material expense. Streamlining AP approvals by avoiding mailing, copying, and manually routing files adds up to savings in the cost to process each invoice.

### Improve visibility and consistency

Forecast more accurately with a clear view of invoices in processing. Consistency leads to greater control and ability to manage payments by a schedule.

### Scale to meet any demand

Scale to meet demand during peak processing periods with the ability to quickly ramp-up processing when volume gets heavy.

### Easy three-way matching

Invoices, purchase orders, and shipping documents are cross referenced by metadata values, making it easy to validate the accuracy and authenticity before payment. Everything is organized in a digital order package.



(800) 298-1172

ColumbiaSoft Corporation 15495 S.W. Sequoia Parkway Suite 190 Portland, OR 97224

Autodesk<sup>®</sup>



A Adobe